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LANSING



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TO: ISD Staff Members Responsible for Managing Student Data at ISD-Operated Schools/Facilities
ISD Staff Members Responsible for Uploading/Auditing District SRSD Data

FROM: Andrew Henry

SUBJECT: Expanded Single Record Student Database (SRSD) Application

The Center for Educational Performance and Information (CEPI) is responsible for collecting data about K-12 public schools from intermediate school districts (ISDs), local education agencies (LEAs), and public school academies (PSAs) in Michigan throughout the year. These data are used to comply with state and federal reporting requirements, such as *No Child Left Behind* and *Education YES!*, and can be used to assist districts with improving the academic performance of each school's students. Your ISD's efforts with data submissions are greatly appreciated, and your feedback has been critical to improving the management of data at the district and state levels.

I am pleased to announce that CEPI is in the final stages of expanding our existing online SRSD Application to assist you with the management of student data. The expanded online application is referred to as the Single Record Student Database (SRSD)/Unique Identification Code (UIC) Application, or SRSD/UIC Application. UICs are assigned by CEPI to all student records for the purpose of eliminating duplicate student records and providing an accurate way to track students as required by *No Child Left Behind*.

ISD-operated schools/facilities will need to use the new UIC component of the SRSD/UIC Application to manage any potential duplicate student records within each school/facility. This newly expanded application will allow ISD-operated school/facility staff members to:

1. Resolve duplicate student records and UICs (November 24, 2003 – January 9, 2004),
2. Perform statewide searches for existing UICs (November 24 – March 18, 2004),
3. Obtain UICs for new students entering after fall count day (January 12 – March 18, 2004).

As in the past, authorized ISD uploaders and auditors will have access to the SRSD/UIC Application to perform the upload and audit functions of the application. However, for the first time, authorized staff members at the ISD-operated schools/facilities will be able to use the expanded application to verify and resolve duplicate student records and UICs. *It is possible, in smaller ISDs, that the same staff member performs the functions of uploader, auditor and duplicate student record resolution.*

The application will be available only to authorized staff members beginning in late November, after the fall 2003 SRSD submission is completed, to verify and resolve duplicate student records and UICs. In order for an ISD-operated school/facility to have access to that school's/facility's student data via the SRSD/UIC Application, it is extremely important that the student data are submitted to the ISD – and that the ISD submits the data to CEPI – on time. If the student data are not submitted on time, you will not have access to your fall data via the UIC component of the application in November.

Additionally, a new security agreement must be completed by all designated staff members at any ISD-operated school/facility, regardless of any previously granted security access to any other CEPI application, so that they can access and use the UIC component of the application. It is extremely important that the designated staff member(s) at the ISD-operated school/facility complete and return the security agreement no later than October 22 in order to avoid any delays in using the UIC component of the expanded application. Tips for completing this new security agreement are on the reverse side of the agreement.

ISD staff members who are responsible for uploading and auditing student data do not need to complete this new security agreement, unless they are designated to resolve duplicate student records and UICs for the ISD-operated schools/facilities. Additionally, staff members who are currently responsible for uploading and auditing student data via the online SRSD Application, do not need to complete new security agreements this fall — all current upload/audit staff member security agreements will be converted to the expanded application.

In regard to this fall's submission of new student records at the ISD-operated school/facility, you should submit the data in the same manner as you submitted student data during the spring and end-of-year 2003 SRSD submissions. You will not need to obtain a UIC for new student records. Field 124 may be blank for the submission of new students. The UICs for new students will be assigned by CEPI in December. You will be able to resolve any duplicate student records and potential duplicate records that have been assigned UICs after the fall 2003 submission is completed.

An online tutorial will be available for the authorized users of this new application on the CEPI Web site (www.michigan.gov/cepi) and will provide users with online instructions and assistance while using the SRSD/UIC Application. The tutorial will be available in November so that authorized users can preview features of the application, before using the application.

I am pleased to provide these resources, and I hope this information is helpful to you and your staff members. Please contact the DIT Education Help Desk at 517.335.0505 or Help-Desk@michigan.gov if you have any questions.